

Date: [Insert Date]

To: [Resident Name]

Address: [Unit Number/Street Address]

NOTICE OF FINE

Subject: Violation of Rules Regarding Unauthorized Barbecue Grill Use

Dear [Resident Name],

This letter serves as formal notice that a violation of the community rules and safety regulations was observed at your residence on [Date of Incident] at approximately [Time].

Violation Details: Use of an unauthorized barbecue grill in a prohibited area ([Specify Location, e.g., Balcony/Patio]).

As per the signed [Lease Agreement/Homeowners Association Rules], the use of charcoal, propane, or open-flame grills in these areas is strictly prohibited due to fire safety codes and insurance requirements.

Fine Amount: \$[Insert Amount]

Please note the following:

- Payment must be submitted to the [Management Office/Association] by [Due Date].
- The unauthorized grill must be removed from the prohibited area immediately.
- Failure to pay this fine or repeated violations may result in further disciplinary action or legal proceedings.

If you wish to appeal this fine, you must submit a written request for a hearing to the board within [Number] days of the date of this letter.

Thank you for your immediate cooperation in keeping our community safe.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/HOA Name]

[Contact Phone Number]